



AASIS Overview and Basic Navigation

Understanding the AASIS Window

Chapter 3

Course Map

Introducing AASIS

Entering and Saving Data

Logging On and Off AASIS

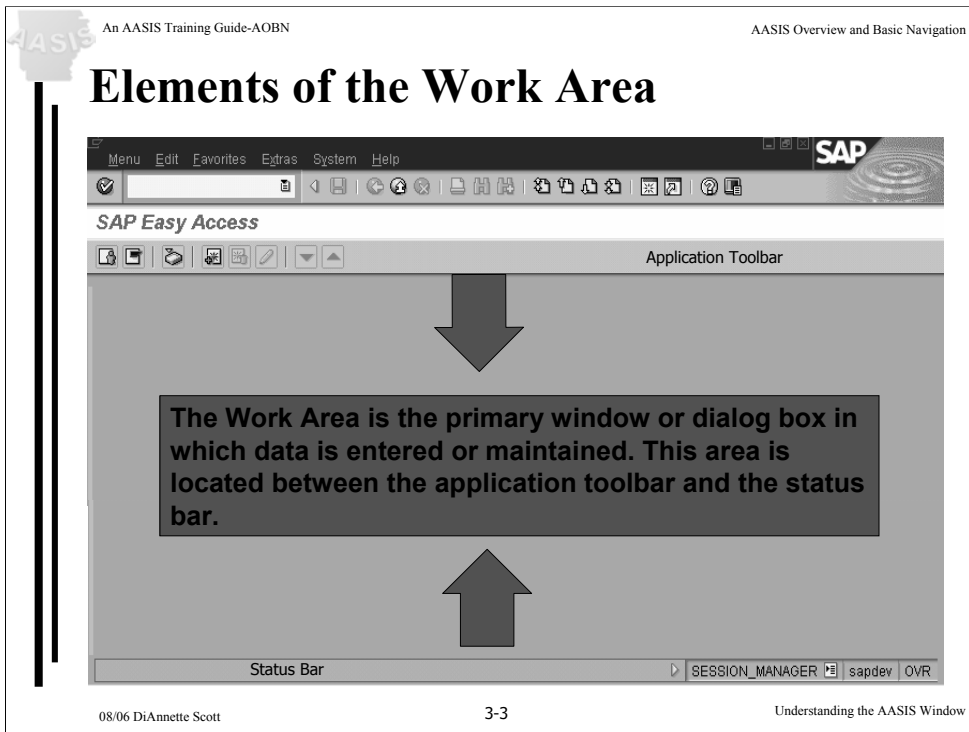
Working with Multiple Sessions

Understanding the AASIS Window

Employee Self Service (ESS)

Navigating Through AASIS

User Personalization of AASIS



The **Work Area** is the middle section of the screen that's used to enter or maintain data required for the transaction.

The Work Area may contain different input fields or selections. These are called **Graphical Control Elements**.

Graphical Control Elements allow you to communicate with the system and process data.

AASIS contains the following types of control elements:

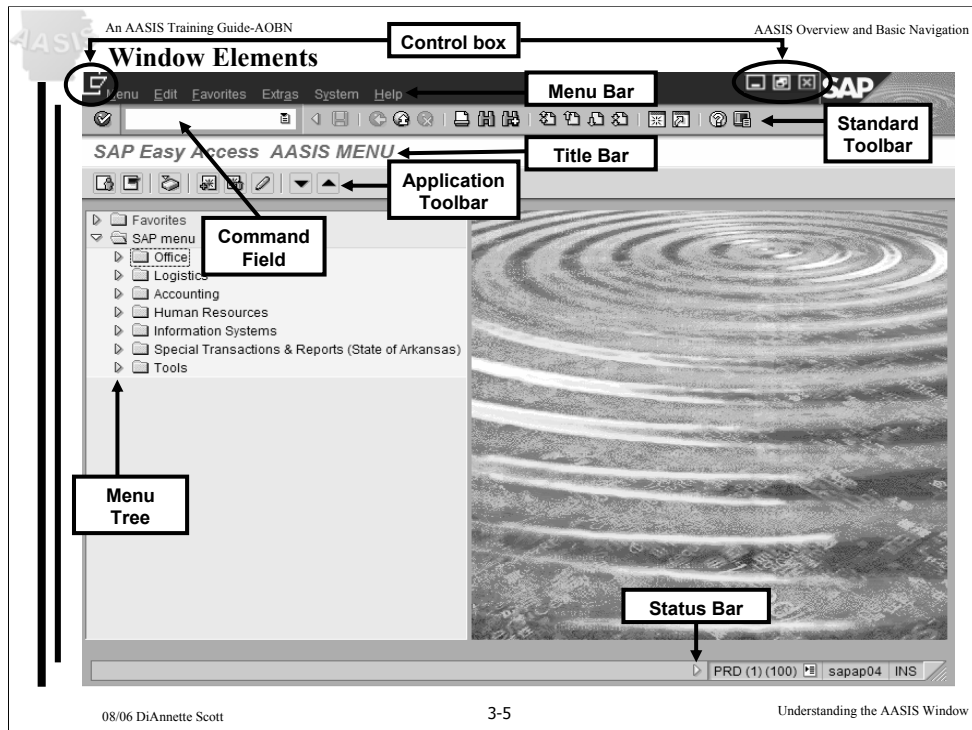
- Input/output elements such as input/output field, field label, help text field, table, list, graphic and text
- Action elements such as function key or pushbutton containing texts or icons
- Menus such as menu bar, pull-down menu or function key menu
- Selection elements such as radio button, checkbox or selection list
- Adjustment elements such as scroll bar, scroll arrow or slider box



The AASIS Window Elements

Control Box	Standard Toolbar	Work Area
Menu Bar	Application Toolbar	Tree Structure
Title Bar	Command Field	Status Bar

Window Elements are useful tools that help you move throughout AASIS providing access to menus, transactions and general information.



The AASIS Window contains:

Control Box - there are two, which control the AASIS window

Menu Bar - contains the current menus applicable to the transaction being used.

Standard Toolbar - contains icons for performing common tasks, such as Save and Enter

Command Field - field where transaction codes may be entered

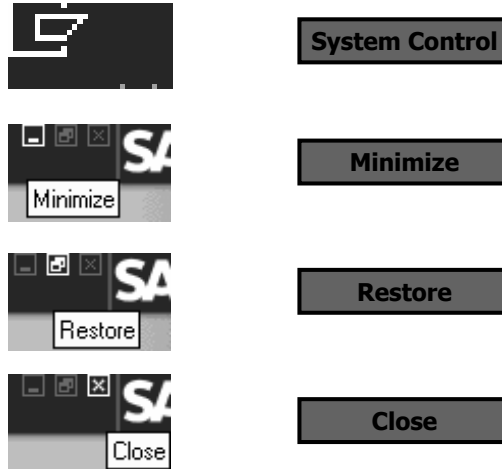
Title Bar - Identifies the title of the current transaction

Application Toolbar - contains icons and push buttons for performing tasks specific to the transaction currently accessed

Status Bar - where system messages are displayed along with server and status information

Menu Tree - contains the menu path for transactions

Elements of the Control Box



The **System Control** button is located in the upper left corner of the AASIS screen. It allows you to minimize, restore, maximize and close the AASIS window. It also allows you to create sessions and stop transactions.

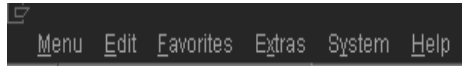
The **Minimize** button is located in the upper right portion of the screen. It allows you to minimize the AASIS window to a pushbutton on the Windows task bar.

The **Restore** button is located in the upper right portion of the screen. It allows you to maximize or minimize the size of the AASIS window screen.

The **Close** button is located in the upper right portion of the screen. It allows you to log off AASIS and close the AASIS window.

Elements of the Menu Bar

Easy Access Menu



Personnel Actions Menu



Material Master Record Menu



The menu bar is the top line of every primary window and dialog box in AASIS. It contains up to eight pull-down menus. Each menu contains the “System” and “Help” options. If you choose an option in the menu bar, a pull-down menu with additional screens or information is accessible from the current screen.

Every primary window or dialog box that appears in AASIS will have a bar on the top known as the Menu Bar. It will contain up to eight available pull-down menus that allow you to access additional screens or view additional information that is related to the transaction or procedure that is being processed.

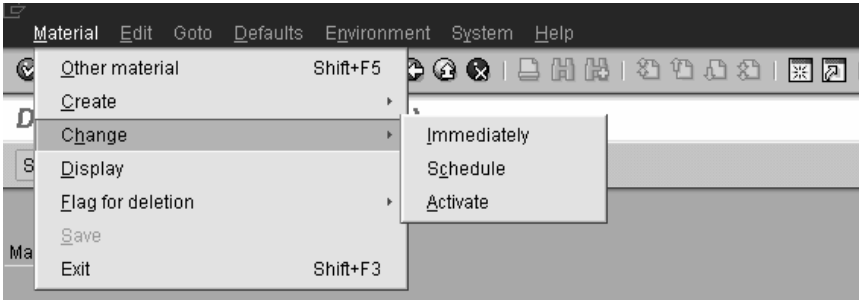
Every transaction in AASIS will have a unique menu choice relevant to its process. Although many of the menu headings may be the same, some may vary according to the module being used.

There are two menu choices that never change from transaction to transaction, System and Help. These are consistent throughout AASIS.

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AASIS Overview and Basic Navigation

Elements of the Menu Bar



Selecting a Menu item on the Menu Bar presents the subsequent options, screens, or information available for the selection.

When a subsequent option has a small right-facing arrow to the right, it shows there is still another level of choices to be made.

Any item in the subsequent option which is “grayed out” is not an available option for the current screen.

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Selecting the menu item on the Menu Bar will bring up a list of additional choices which you may choose.

Upon selecting, additional choices may need to be made to access the desired option. These choices are denoted by the small arrow to the right of the selection.

Some screen options may not be active. These options will appear as “grayed out” or lighter in color than the other options.

Note: The “Save” option above is grayed out. This particular example is of a Display screen. You can only view data, no entry is maintained or saved.

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Elements of the Standard Toolbar

Button	Name	Function
	Enter	Confirms the data you have selected or entered on the screen. Same function as the Enter key. Does not save your work.
	Command field	Allows you to enter commands, such as transaction codes.
	Save	Saves your work. Same function as <i>Save</i> in the <i>Edit</i> menu.
	Back	Returns you to the previous screen without saving your data. If there are required fields on the screen, these fields must be completed first.
	Exit	Exits the current function without saving. Returns you to the initial screen or main menu screen.
	Cancel	Exits the current task without saving. Same function as <i>Cancel</i> in the <i>Edit</i> menu.

08/06 DiAnnette Scott
3-9
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Enter confirms the selected data or entered data on the screen. Selecting **Enter** will not save the work.

The **Command Field** allows you to enter commands, such as transaction codes, to move through the systems.

The **Save** icon, saves your work.

The **Back** icon, returns you to the previous screen without saving. If any fields are required on a screen, you must complete the fields first before the system will return to the previous screen.

The **Exit** icon will exit the current functions without saving. It will return you to an initial transaction screen or to the Easy Access screen.

The **Cancel** icon exits the current task without saving.

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Elements of the Standard Toolbar

Button	Name	Function
	Print	Prints data from the current screen.
	Find	Searches for data required in the current screen.
	Find next	Performs an extended search for data required in the current screen.
	First page	Scrolls to the first page. Same function as the CTRL + Page Up keys.
	Previous page	Scrolls to the previous page. Same function as the Page Up key.
	Next page	Scrolls to the next page. Same function as the Page Down key.
	Last page	Scrolls to the last page. Same function as the CTRL + Page Up key.

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3-10
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The **Print icon** prints data from the current screen.

The **Find icon** initiates a search for data required in the current screen.

The **Find Next icon** performs an extended search for data required on the current screen.

The **First Page icon** scrolls to the first page.





The **Previous Page icon** will scroll to only the prior page.

The **Next Page icon** scrolls to the following page.

The **Last Page icon** scrolls to the last page.

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Elements of the Standard Toolbar

Button	Name	Function
	Create session	Creates a new SAP session. Same function as <i>Create session</i> in the <i>System</i> menu.
	Create shortcut	Allows you to create a desktop shortcut to any SAP report, transaction, or task if you are working with a Windows 32-bit operating system.
	F1 Help	Provides help on the field where the cursor is positioned.
	Layout menu	Allows you to customize the display options.

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3-11
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The **Create Session** icon creates a new AASIS session for you to access.

The **Create Shortcut** icon allows you to create a desktop shortcut to any AASIS transaction, report, or task.

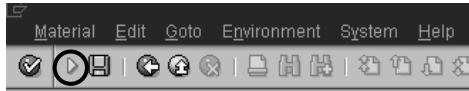
The **Help (F1)** icon provides you with field help for the area in which the cursor is positioned.

The **Layout Menu** icon takes you to option settings to customize the display along with other quick options like printing a copy of the current screen.

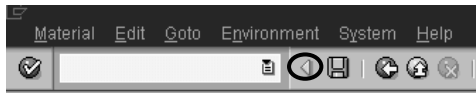
Elements of the Command Field

By Default, the Command Field may be closed when first accessing AASIS

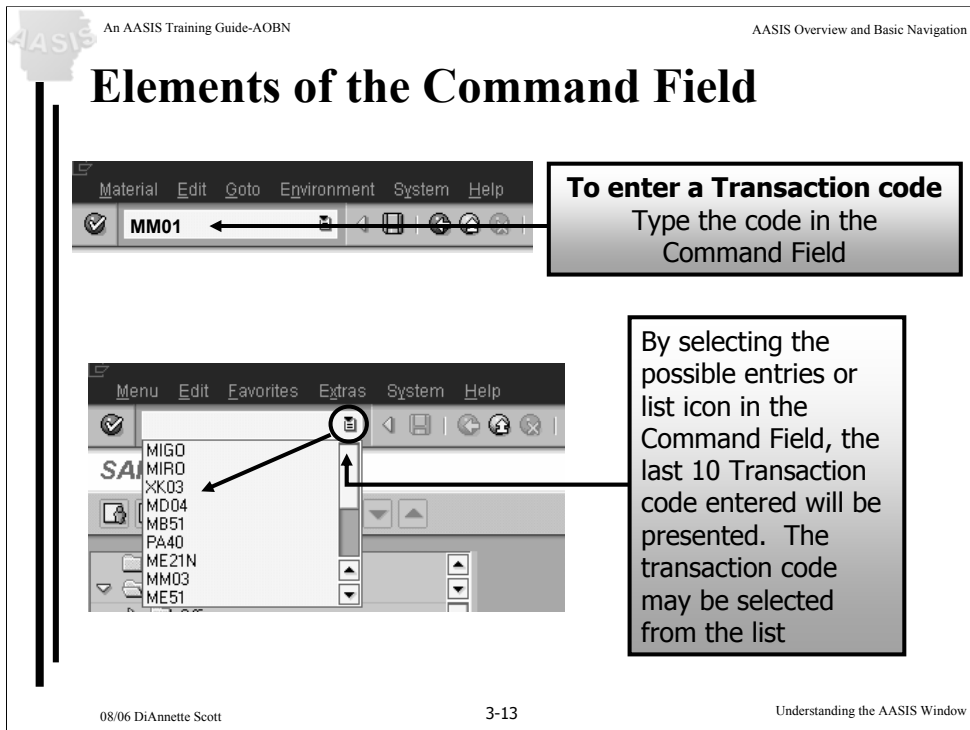
To Open: Select the right-facing arrow to the left of the Save icon



To Close: Select the left-facing arrow to the left of the Save icon



The Command Field allows you to access a transaction in order to process information within AASIS.



The **Command Field** allows entry of alphanumeric codes (Transaction codes) in order to navigation through AASIS. It may be manually keyed or selected from a list of the last 10 transactions entered.

From the initial Easy Access screen, you may enter the Transaction code, without any preface. (Example: MM01)

If you are currently in a transaction screen and need to access another transaction, type “/n” in the command field followed by the transaction code, hit Enter. (Example: /nME51) This closes the current transaction and opens the new transaction in the same session or window.

If you are currently in a transaction screen and need to access another transaction without ending the current transaction, type “/o” in the command field followed by the current transaction code, hit Enter. (Example: /oMIGO). This open the new transaction in a new session or window.

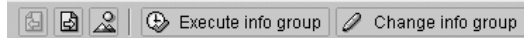
Elements of the Application Toolbar

The Application Toolbar contains icons and push buttons of the most commonly used functions. These tools may vary depending on the transaction you are accessing.

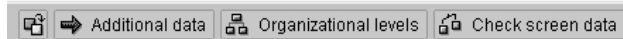
Easy Access Application Toolbar



Personnel Actions Application Toolbar

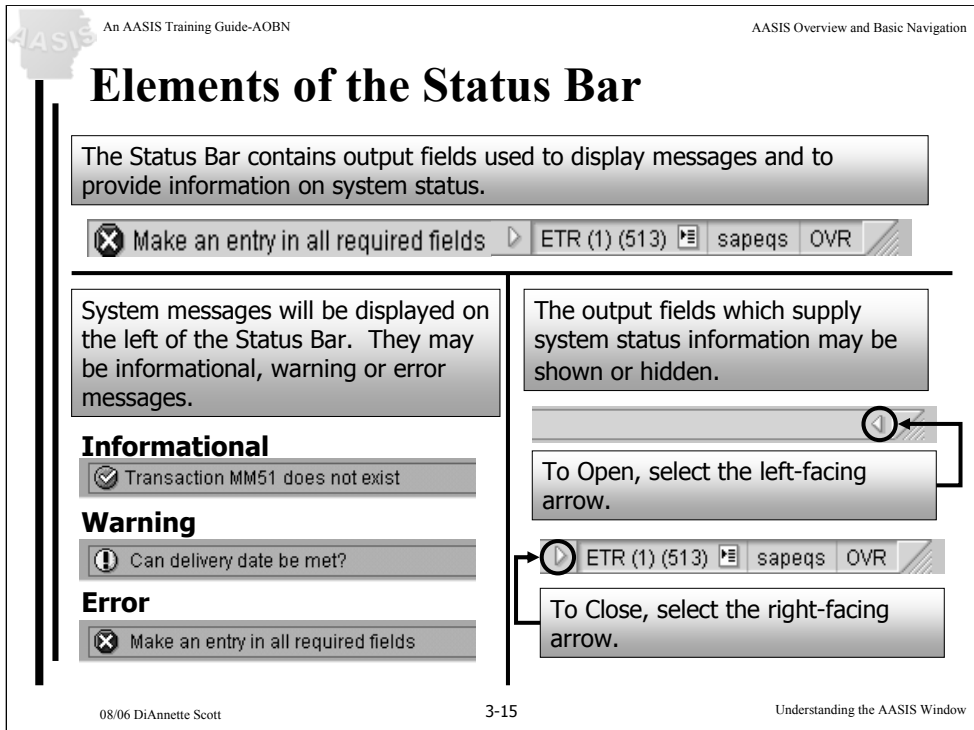


Material Master Record Application Toolbar



The **Application Toolbar** extends across the full width of the primary window. It contains icons and pushbuttons that offer you fast access to task-specific functions.

These tools may vary depending on the transaction you are accessing.



The **Status Bar** extends along the entire width of the lower edge of the primary window.

Fields to the right in the status bar provide information on the system status.

AASIS uses the output field on the left of the status bar to display messages issued by the primary window.

In addition to the messages noted above, Express messages are often used by the System Administrator to alert users of problems.

Note: Additional information on System Messages can be found in Chapter 6.

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AASIS Overview and Basic Navigation

Elements of the Status Bar

System	PRD (1) (100)
Host name	sapap07
Client	100
User	DLSCOTT
Program	SAPLSMTR_NAVIGATION
Transaction	SESSION_MANAGER
Response time	2.484
Interpretation time	0.050
Round trips/Flushes	5/4

SESSION_MANAGER sapap07 OVR

By selecting the possible entries or list icon on the System Status field of the Status bar, you may choose from a list the information to be presented. It is suggested to choose the "Transaction". This will be a quick reference for you to always know which transaction is being accessed and where you are in AASIS.

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3-16

Understanding the AASIS Window


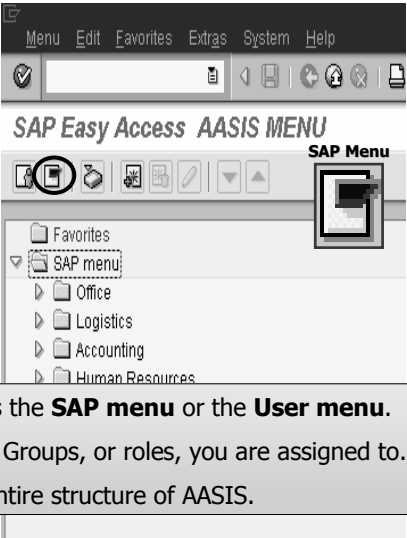
The **Status Bar** information status field allows you to select from a list, the information to be presented on screen. Selecting the possible entries or list icon in the status field, you may select from the list of data to be viewed.

It is suggested you select the "Transaction" choice as a quick reference to know where you are in AASIS.

This feature is also needed when contacting the AASIS Help Desk at 501-683-2255.

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AASIS Overview and Basic Navigation

Elements of the Menu Tree

The Tree Structure may be viewed as the **SAP menu** or the **User menu**.

The User menu will show the Activity Groups, or roles, you are assigned to.

The SAP Standard Menu shows the entire structure of AASIS.

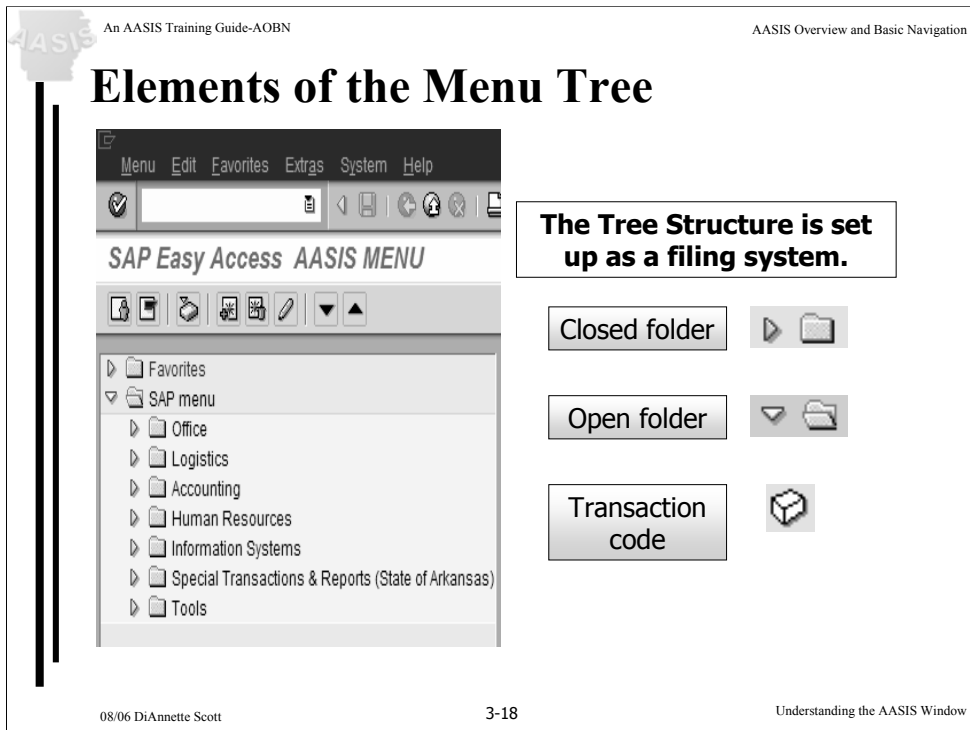
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3-17
Understanding the AASIS Window

The **Menu Tree** is the main navigational area for AASIS. It may be viewed as user specific (User menu) or generally (SAP Standard menu).

The **SAP Standard Menu** will show all transactions in AASIS. However, your roles will limit access to only those transactions you are authorized to use.

The **SAP User Menu** contains only those items – such as transactions, reports, and web addresses – needed to perform your daily tasks. It is designed from the roles which are assigned to you. You may have different roles within AASIS, therefore, your menus may vary from others in AASIS.

If a user menu has been defined by your system administrator, it will appear as the default Menu Tree menu.

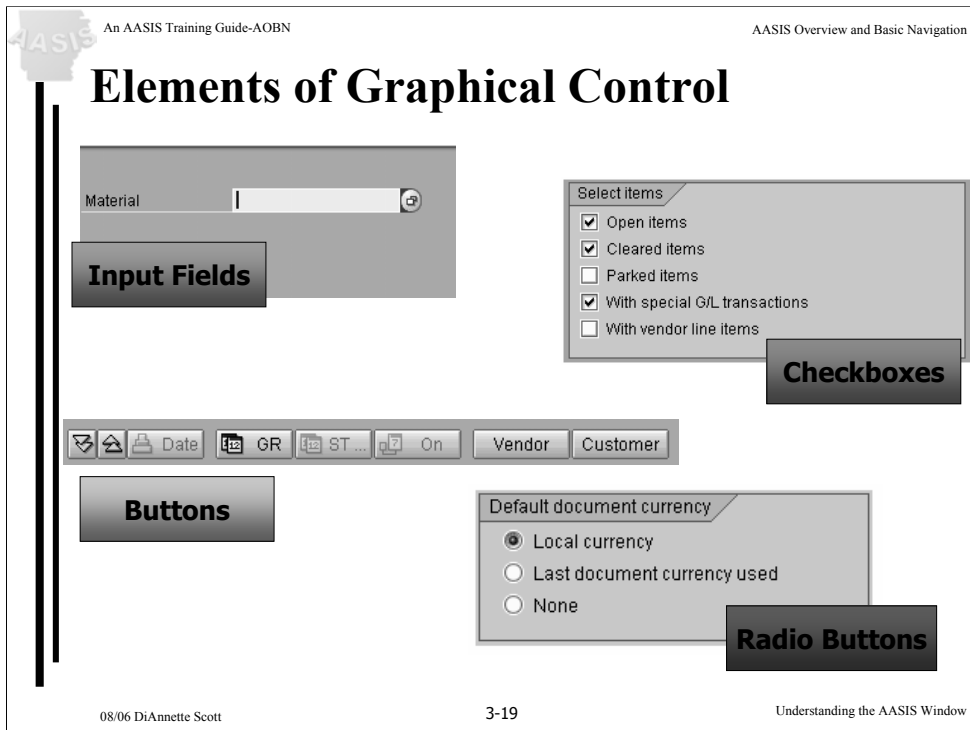


You can create a **Favorites List** consisting of the transactions, files, and web addresses most frequently used within the Menu Tree.

The **Menu Tree** is set up like a filing system. Each topic or file opens to reveal sequential topics or transactions. The main topics for each level is represented with a small file folder on the left of the description. You may open the files by selecting the arrow left of the folder or by double-clicking on the folder/description area. Transactions will be represented with a small box.

The main topics shown will be:

- **Office** - The Internal Communication Menu
- **Logistics** - Material Applications, Purchasing and Inventory
- **Accounting** - Financial Applications
- **Human Resources** - Personnel and Payroll Applications
- **Information System** - Reporting Applications
- **Tools** - Administration Applications for the software.

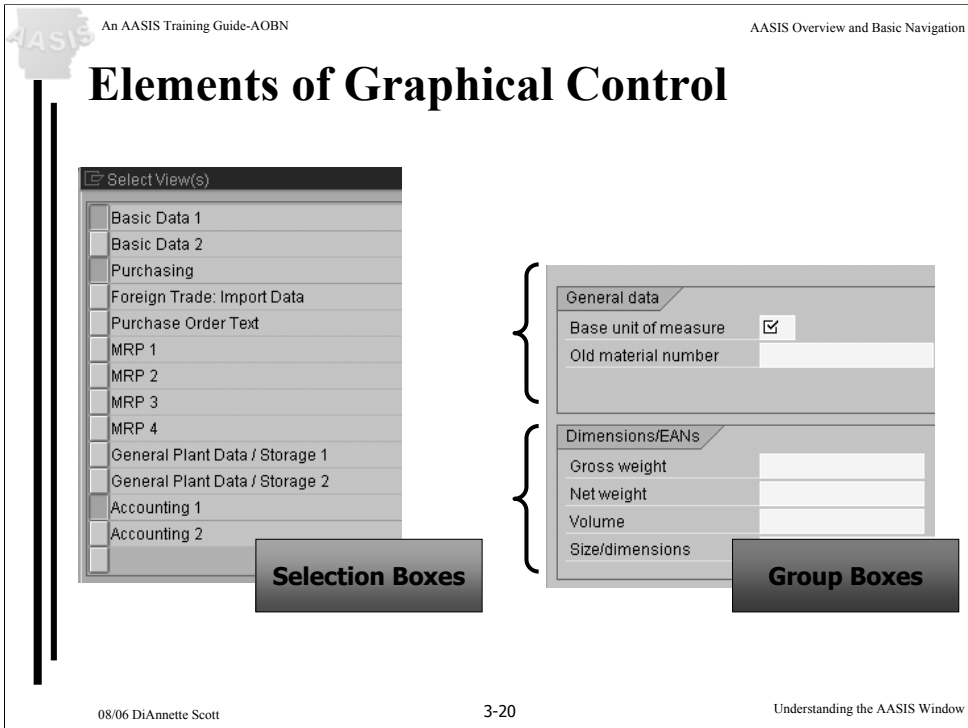


☞ **Input Fields** - The control element on the Work Area where data may be entered. Data for input fields may be required, optional, or default due to prior entries.

☞ **Checkboxes** - A control element in which a limited set of options are given and numerous selections may be made.

☞ **Radio Buttons** - A control element in which a limited set of options are available.

☞ **Buttons** - Control elements which allow you to directly trigger a function. These will be positioned at the bottom of a dialog box or table within the Work Area.



☞ **Selection Boxes** - control elements which allows you to choose multiple selections by selecting the box to the left of the line item.

☞ **Group Boxes** - a group of related Input Fields within the Work Area.